



CITY OF WARWICK
ZONING BOARD OF REVIEW
WARWICK, RHODE ISLAND 02886
(401) 738-2000

REQUIREMENTS FOR FILING A ZONING APPLICATION

1. Two (2) copies of the completed zoning application shall be filed with the zoning office. One (1) application with a petition number will be returned to the applicant upon payment of the filing fee.

The application form MUST be filled out completely and signed by all property owners or their lawful representatives. In the event that an owner cannot attend the public hearing a member of the immediate family or an attorney may appear as a representative upon written authorization by the property owner. CORPORATIONS MUST BE REPRESENTED BY AN ATTORNEY.

**THE FOLLOWING ADDITIONAL INFORMATION SHALL ACCOMPANY
THE ZONING APPLICATION AND CAN BE FOUND IN THE
TAX ASSESSOR'S OFFICE**

2. Twelve (12) copies of the 200' radius map taken from the Tax Assessor's plat maps and to a scale not to exceed 1" = 100'.

Radius may SHALL include:

Subject property either shaded or outlined.
Names of all streets clearly marked.
North Arrow

3. Twelve (12) copies of a typewritten mailing list which includes all those properties located within the 200' radius.

Listing SHALL include:

Lot numbers for all properties.
Full names of owners for all properties.
Full mailing addresses of all property owners including zip code. (mailing address and property address may not always match)

EXAMPLE:

Plat	Lot	
349	881	Raymond E. Budlong et ux Claire F. 78 Hanover Street, Warwick, RI 02886

4. Twelve (12) copies of a site plan DRAWN TO SCALE on 8 ½ x 11 inches. Full size plans three (3) copies should be submitted.

SITE PLAN MUST BE PREPARED BY A REGISTERED LAND SURVEYOR

Residential:

Dimensions of subject property including measurements of all property lines and total lot area.

Setbacks from all property lines for all existing and proposed structures including additions and accessory structures.

Location and size of driveways (off-street).

Commercial and Multi-Family:

In addition to all residential requirements, all commercial and multi-family applications SHALL be stamped by a professional architect or engineer and shall also include the following:

Location and designation of all existing and proposed parking areas, including calculations of required parking spaces according to the city's Zoning Ordinance Section 700.

Designation of landscaped open space according to the city's Zoning Ordinance Section 505.

5. Twelve (12) copies of elevation drawings DRAWN TO SCALE on 8 ½ x 11 inch paper for all petitions. For plans larger than 8 ½ x 11 inches three (3) copies should be submitted.

Elevation Drawings SHALL include:

Dimensions and elevations of all existing and proposed structures including Additions and accessory structures.

Location (s), renderings and dimensions of all existing and proposed signs.

6. A fee SHALL accompany each application in accordance with the fee schedule adopted November 2005. Payment shall be made to the City of Warwick by check only.

7. For those petitions which the Zoning Board feels may be controversial, the petitioner will be required to pay for the services of a stenographer. In the event that the decision of the Board is appealed, the appellant will be required to pay for the cost of the transcript.

8. **ALL PETITIONS MUST BE COMPLETED IN FULL AND CONTAIN ALL REQUESTED INFORMATION BEFORE THEY WILL BE DOCKETED.**

Under the advice of the Zoning Board Chairman, we advise that you personally contact each property owner within the required 200' radius to inform them of your intentions and to answer any questions that may result.

To all interested parties:

Through the accompanying letter of notification, the Warwick Zoning Board of Review is conducting a public hearing regarding a petition in your neighborhood. Rhode Island law requires the Zoning Board of Review to formally notify and invite all property owners who are located within two hundred feet (200') of a petitioning property to attend a public hearing prior to rendering a decision.

The Zoning Board of Review is a five (5) member board whose primary responsibility is considering requests for, and making decisions regarding variances and special exceptions. A variance provides relief from DIMENSIONAL REQUIREMENTS such as building setbacks, parking standards and density (housing units per acre) which are contained in the zoning code. A SPECIAL USE PERMIT refers to a regulated use such as a gasoline/service station or a multi-family dwelling which must first be reviewed and approved by the Zoning Board before being permitted.

The procedures of the Board are similar to those of a court of law; testimony is given, records are kept and a legally binding decision is rendered. Just as in a courtroom venue, the testimony of experts is given substantially more weight than that of a lay person. Also, a physical presence as an interested party is more convincing than the submission of a letter or a signature on a petition. Therefore, if you are seriously concerned about a particular petition being heard before the Zoning Board of Review then you may want to appear at the Zoning Hearing prepared and in person.

Should you have any questions regarding the Zoning Board of Review and/or the above referenced petition, please contact the Zoning Office at 738-2000, ext. 6294.

TO ALL ZONING VARIANCE APPLICANTS

In the interest of saving time you are strongly advised to submit your construction plans to the Building Inspection Department in order to initiate the building permit review process. Please be advised that your plans should detail EXACTLY what you intend to do. A Zoning Board approval of your plans DOES NOT address such critical issues as curb cuts, subdivision recordings, leaching systems/sewers, flood plain, building codes, fire safety, DEM Wetlands and/or CRMC. As a result, a Zoning Board approval does not automatically indicate that you will receive a permit. Further, a Zoning Board approval authorizing a change in use may require certain building alterations in order to comply with current building code requirements.

ZONING APPLICATION SUBMISSION CHECKLIST

Listed below is a submission checklist for an application for the Warwick Zoning Board of Review. The checklist must be complete and signed before an application will be accepted. THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR PACKET.

- _____ Two copies of the completed and signed application form
- _____ Twelve (12) copies of the appropriate radius map
- _____ Twelve (12) copies of typewritten mailing list
- _____ Twelve (12) copies of site plan & building plans & elevations
- _____ Filing fee & \$52.00 recording fee & Cost of Postage (First class) - Payable by **CHECK ONLY** to the City of Warwick

_____ **COMMERCIAL APPLICANTS - IF OWNED BY OR APPLYING AS A CORPORATION YOU ARE HEREBY BEING NOTIFIED THAT AN ATTORNEY IS REQUIRED TO REPRESENT THE APPLICATION AT THE HEARING**

_____ Your application has been determined acceptable

_____ Owner or Legal Representative

_____ Zoning Official/Building Official

_____ Date of Acceptance